

Dictionaries Internship 2022

Are you **RESILIENT** and a **TEAM PLAYER** who is passionate about education and making an **IMPACT**?

Do you enjoy finding **SOLUTIONS** and **INITIATING** fresh ideas, while getting vast exposure?



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**THE
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FOUNDATION**

Purpose of the position

The intention is to give practical work experience to graduates who are in their last year of study and require exposure in a work environment. Successful interns will be expected to complete a **12-month contract** commencing **February 2022** and terminating **January 2023**.

Key responsibilities

Key Learning Areas include, but are not limited to the following:

- Publishing end-to-end processes
- Editing and proofreading principles
- Book design and production
- Project management and scheduling
- Budget management
- Commissioning freelancers, contracts, rates
- Artwork sourcing (photographs and illustrations)
- The use of specialised technical systems, such as dictionary workbench software and corpus software to produce dictionaries and related datasets

To qualify for selection and participation in this programme, candidates must satisfy the following criteria

- Relevant degree-level qualification with language studies or linguistics as major. Further studies in linguistics or lexicography will be an advantage
- Computer literacy – Word, Excel, PowerPoint. Experience working on dictionary software will be an advantage
- Sound communication and presentation skills
- Effective time management
- Ability to multi-task and perform under pressure
- Ability to work in a team
- South African citizen
- Innovative and agile

Prospective interns must submit the following

- A curriculum vitae
- Certified academic record
- Certified copy of Grade 12 certificate
- Certified copies of Identity Document

Competencies required

Ability and willingness to learn

Have an open mindset and attitude to learn

Collaboration

Working with internal and external teams

Initiative

Foster new ideas and solutions to projects and processes

Resilience

Being able to bounce back when faced with a challenge

Analytical thinking

Being able to analyze data and turn it into a story

How to apply:

If interested and meet all requirements, please register and apply via our career portal by logging onto

<https://oxford.jb.skillsmapafrica.com/>

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